



ROCKY MOUNTAIN DIVISION OF THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION

CONFERENCE PLANNING GUIDE

The objective of the Rocky Mountain Division of the International Association for Identification (RMDIAI) is to bring together persons who are actively engaged in the profession of forensic identification and scientific investigation into an organized body so that the profession in all of its branches may be effectively standardized and scientifically practiced. In order to keep members apprised of the newest techniques and discoveries in crime detection, the RMD-IAI sponsors annual training conferences. These training conferences are made available to all members and interested non-members who are actively engaged in, or have some association with, law enforcement, crime scene investigation or forensic science.

The following conference timeline and checklists are provided to the Conference Planning Committee (the Committee) to better define the process of planning and hosting a Division-level educational conference. The two primary objectives of the annual conference are continuing education and the election of Officers and Board of Directors members at the annual General Business Meeting. Other conference activities such as the banquet and other meals, attendance appreciation gifts, entertainment, beverages and snacks during breaks, etc., are secondary and are provided as an inducement for enhancing conference participation.

It is the responsibility of the Rocky Mountain Division Vice President pursuant to Article IV Section 5 of the RMDIAI Constitution to chair the Conference Planning Committee and to make reasonable efforts to ensure a successful conference. The Vice President will also serve as the liaison between the Committee and the Board of Directors to secure approval of the conference venue and program of activities under Article XII, Sections 3 and 4.

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PRE-CONFERENCE PLANNING TIMELINE

The following timelines are offered as guides for planning purposes only. Conference venue contracts often contain specific language pertaining to deadlines. Conference Planning Committee members should understand and abide by all contractual deadlines.

15 – 10 months prior to the conference

The Committee shall select the host city for the upcoming conference.

A list of potential venues within the chosen city should be assembled and site visits conducted to determine if the facilities will accommodate the conference. When considering facilities, the Committee should ensure there is sufficient space for both educational sessions and exhibitors, as well as overnight security for the exhibition space. During the site visits the Committee should determine if the venue has a conference/catering office to coordinate with the Committee. Price lists should be obtained, as well as information on price guarantees and cancellation policies.

The Committee should determine what meals and break beverages/snacks will be offered as part of the conference. Food and beverage costs are usually the largest conference expenditure and the number of meals and snacks that will be included in conference registrations and exhibitor packages should be decided prior to entering into contract negotiations with host venue.

Once the venue has been selected and the Board of Directors has approved the selection per Article XII, Section 3, a written contract should be signed as soon as practical. The contract should include:

- The rental price for meeting rooms, including any service fees and taxes, as well as any discounts for meeting specific benchmarks such as the number of guest rooms occupied or the amount of food and beverages purchased.
- Prices for meals, beverages and snacks. This may be a fixed price or may be a per-person price that varies depending on conference attendance. The contract should also specify any additional costs such as service charges, gratuities and sales tax.
- Prices for audio/visual equipment. The contract should also specify whether the RMDIAI is permitted to use its own A/V equipment or must rent it from the venue.
- Guest room rate per night. The contract should also specify the number of rooms available for the contract price, the expiration date for the contract rate, the percentage of the room block required to be filled, and any penalties incurred by the RMDIAI for failure to meet room block minimums.
- Prices for auxiliary equipment and services such as registration/check-in tables, exhibitor tables, Wi-Fi connections, electricity to exhibitor tables, United States and host state flags with stands, podiums, bars and bartenders, etc.

- Price for a meeting room the night before the conference begins (pre-conference Board of Directors meeting and pre-conference Conference Planning Committee meeting).
- Cancellation policy, including a schedule of dates for cancellation and amounts due as of that date.
- Any late check-out fee for the final day of the conference.
- The amount of the deposit required to initiate the contract.

The contract should be signed by the Rocky Mountain Division President or, with Board of Directors approval, his/her designee.

Following the signing of the contract the Committee should establish exhibitor and sponsor packages and pricing for the upcoming conference. Prices should be adjusted annually to reflect:

- The price for exhibitor and sponsor packages at comparable IAI Divisional conferences per Police # 32
- Inflation from the previous year's exhibitor and sponsor price list
- Costs for the banquet included in exhibitor and sponsor packages, as well as any additional meals and beverages/snacks offered to exhibitors as part of their chosen package.
- Venue fees for tables, electricity, Wi-Fi, etc.

Once pricing has been finalized the committee should begin contacting potential exhibitors and sponsors. The Division Webmaster should create and activate an exhibitor and sponsor registration page to permit exhibitors and sponsors to register and pay for their preferred package. A process for invoicing exhibitors and sponsors whose corporate policy does not permit credit card payments should be in place.

Following the signing of the contract the Committee should establish the registration fee for the conference. When establishing this fee, the committee should consider:

- Venue costs
- Meal and snack costs, including the banquet and General Business Meeting luncheon
- Banquet entertainment costs
- Guest speaker stipends or complimentary rooms costs
- Guest speaker meal costs as guest speakers are traditionally offered complimentary conference registration
- Officer conference fee waiver costs per Policy # 3.
- Award costs. Outgoing President's gavel plaque, photography contest plaques, special awards such as the Jay Jensen or Outstanding Achievement Award, and speaker gifts if authorized by the committee.
- Printing costs. This may include advertising brochures and postage, as well as conference attendance certificates, workshop attendance certificates, and workshop handouts.
- Rental of audio/visual equipment.
- Notebooks, paper and pens if these are not supplied by the venue as part of the conference contract.

- Costs for expendable supplies needed to conduct workshops.
- Contingency and profit percentage costs. Unexpected costs often occur and a small profit is essential to fund Division programs such as website subscription, Regional Representative and Jimmy C. Ramsey Training Reimbursement Program stipends, and other programs that benefit the membership.

Per Policy # 12, the Committee should determine the early registration discount for members, as well as a discount expiration date. While not required by policy, it is advantageous to offer an early registration discount to non-members and students as well. It is often convenient to make the discount expiration date the same as the final date for the guaranteed pricing on the guest room block.

The Committee should determine if single day registrations will be accepted, and set a proportional price for such registrations.

The Committee should determine if virtual attendance registrations will be accepted, and set a proportional price for such registrations.

The Committee should determine if pre-registration is required for attendance or if walk-in registrations will be accepted on the first day of the conference.

Following the signing of the contract, notice of the conference location, dates, and registration options and prices should be communicated to the membership per Article XII, Section 3, and to other potential attendees.

- Conference information should be forwarded to the Division Membership Secretary. A group e-mail announcing the conference location and date should be sent to all members.
- Conference information should be forwarded to the Division Editor for publication in upcoming issue of *The Silent Witness* as well as all subsequent *Silent Witness* issues published prior to the conference.
- Conference information should be forwarded to the Parent Body for inclusion on the IAI “upcoming conferences” webpage.
- Conference information should be forwarded to the Division Webmaster and posted on all Division social media accounts.
- Conference information should be forwarded to the Regional Representative so that the conference can be publicized at the annual IAI Educational Conference.
- The Committee should also consider creating a conference brochure and/or flyer that can be distributed to area law enforcement agencies and higher education criminal justice and forensic science programs. Distribution can be physical or electronic.
 - If a conference brochure or flyer is created, physical copies should be available to the Regional Representative for distribution at the annual IAI Educational Conference.

10 – 8 months prior to the conference

The Committee should establish the conference theme and general program and obtain Board of Directors approval of the proposed program per Article XII, Section 4. Once the Board approves of the general program, the Committee should begin contacting potential speakers. Whenever possible two presentations should be scheduled simultaneously. Scheduling one presentation featuring information of interest to latent examiners opposite a presentation of primary interest to crime scene investigators increases participant options and often stimulates attendance.

During the initial discussion with potential speakers, they should be made aware of the actual classroom time they will have for their presentation during the initial discussion. Many speakers are used to full two-hour or four-hour-time blocks and need to be made aware that the RMD schedules morning and afternoon breaks. Potential speakers should also be made aware of any deviations from traditional conference start and stop times due to the General Business Meeting as well as extended meal periods when off-site restaurants must be utilized for lunch breaks.

Whenever possible, guest speakers should be drawn from the membership to contain costs.

- Speakers who are selected to present at the conference may be granted a conference registration waiver per Policy # 8.
- Speaker honorariums and payment of speaker expenses beyond the conference registration waiver are not encouraged. Per Policy # 11, all honorariums must be approved by the Board of Directors prior to inviting an individual to be a speaker.
- Speakers conducting workshops should be asked about any expendable workshop supplies the RMD will be asked to provide.

Once speakers are determined, a formal speaker invitation should be extended as soon as possible. This invitation should confirm the lecture or workshop title, the date and time the speaker is scheduled, and any registration waivers, honorariums or complimentary services such as meals or hotel rooms, offered as compensation. The invitation should also request the speaker submit a short professional biography and a presentation abstract to the RMD Webmaster.

Once the speaker accepts the invitation that lecture or workshop can be added to the conference program.

Speakers leading workshops should be encouraged to have their workshop approved by the appropriate IAI Certification Board for initial certification and recertification credit. The committee should also offer to assist if the speaker requires help with the approval process.

Specific tasks should be assigned to Committee members.

- Conference information and registration webpage
- Venue liaison
 - Updating venue staff on expected numbers
 - A/V equipment

- Exhibitors and Sponsors
- Conference agenda
 - Program topic selection (lectures and workshops)
 - Arranging speakers
 - Obtaining speaker biographies and presentation abstracts
 - Assisting with IAI Certification Board workshop approvals if necessary
- Food
 - Menu planning
 - Placing food and beverage orders
 - Coordinating with the venue catering staff
- Attendance appreciation gifts
- Awards
- Post-banquet entertainment

The Committee should contact the venue and obtain current copies of all menus as well as a current price list. Available selections for all meals and breaks should be discussed by the Committee and initial menus developed.

4 – 3 months prior to the conference

The Committee should contact the Chief of Police for the host city and invite him or her to welcome the conference attendees to their city during the conference opening ceremony. If the conference venue is in an unincorporated region of the state the County Sheriff should be contacted and invited to welcome the conference attendees.

The Committee should also determine if the host city police agency or Sheriff's Department has an honor guard, and if the honor guard would present the colors during the conference opening ceremony.

The Committee should determine if professional entertainment is desired for the banquet. Potential entertainers should be contacted, rates discussed and availability confirmed.

The Board of Directors should contact the Resolution Committee chair to request a draft of any resolutions involving a change to the Constitution or Bylaws. As soon as the Board approves the draft resolution language the resolution must be submitted to the Parent Body for approval.

2 months prior to the conference

All potential exhibitors and sponsors who had expressed initial interest but have not yet registered should be recontacted.

Speakers wishing to have their workshops pre-approved by one or more of the IAI Certification Boards should submit the required application and supporting documents.

Meal and snack menus should be finalized, and menu availability and price verified with the host venue. Final menu selections should be sent to the host venue catering or conference staff. (**Caution:** Dates for making final menu selections and communicating these selections to the host venue is governed by the contract language, and may vary from venue to venue. The Committee must be aware of, and comply with, all deadlines imposed by the contract.)

Contracts for post-banquet entertainment should be negotiated and signed.

45 days prior to the conference

The Vice President should issue a final reminder to the membership that preregistration discounts on both conference registration fees and hotel room blocks are about to expire, and encourage members to register for the conference. This reminder should be sent as a group e-mail via the Division Membership Secretary.

30 days prior to the conference

The Conference website should be changed to reflect the expiration of early registration price discounts by posting the increased pricing.

Conference awards should be ordered.

Standard awards (required for every conference)

- Outgoing President's gavel plaque
- Outgoing President's name plate for the Past President's plaque (a blank name plate should be removed from the Past President's plaque and sent for engraving)
- Grand Prize Photography Contest plaques
 - General Law Enforcement
 - Technical Law Enforcement
 - General Interest
 - Masters

Special awards (ordered only if the award is conferred by the Board of Directors)

- Jay R. Jensen Award
- Outstanding Achievement Award

All potential exhibitors and sponsors who have expressed interest but have not yet registered should be recontacted for a final time.

Confirmed speakers should be recontacted and their participation reconfirmed. Speakers should be asked about any potential conflicts such as court proceeding that may prevent them

from presenting at the conference. If potential conflicts exist, speakers should be asked to notify the Committee as soon as practical if the speaker must cancel their presentation.

15 – 5 days prior to the conference

Provide exhibitors with venue shipping address and procedures for sending booth/table set-up materials to the conference venue.

Provide final attendance numbers to the venue catering staff for meals and snacks (**Caution:** Actual due date is contract dependent and the Committee must be aware of, and comply with, this deadline)

Print name tags and insert them into name tag holders. It is often convenient to insert conference appreciation gift tickets into the name tag holders as well.

Print Conference Attendance Certificates for all registrants if physical certificates will be presented to attendees.

Print Speaker Appreciation Certificates for all speakers if physical certificates will be presented to the guest speakers.

Assemble welcome bags if they are being provided to attendees. At minimum, welcome bags should contain:

- Any literature provided by the welcome bag sponsor
- A copy of the conference agenda

Materials provided by the host city conference or visitors bureau may also be included in the welcome bag.

Contact the Resolution Committee Chair to request the committee draft the Conference Resolution. Specific information required by the Resolution Committee:

- Conference Planning Committee membership roster
- Complete list of all exhibitors, sponsors and the full name of the conference venue
- Speaker roster, including speaker names and agencies
- Names of any special guests such as the host city Chief of Police, IAI dignitaries, etc.

Send welcome e-mails to all registrants and exhibitors. This message may also serve as an update for any additions or modifications to the published conference agenda.

Afternoon before the conference

The Vice President, Executive Secretary, Webmaster and Committee member coordinating with the exhibitors should meet with the venue staff to inspect the conference meeting rooms.

- Verify there are enough attendee tables and chairs, vendor tables etc.
- Verify all vendor tables have electricity
- Verify podiums, flags and stands, display tables, historical display and RMD Store tables, etc., are present and arranged properly.
- Verify all contracted A/V equipment is present and working properly
- Check-out lighting controls and determine how to dim lights if needed

If RMDIAI owned or borrowed A/V equipment will be used at the conference, that equipment should be set-up and tested.

The location of the conference registration/check-in table(s) should be determined and the appropriate tables and chairs set.

If the RMDIAI Store will be selling merchandize, verify there is sufficient change for cash transactions as well as verify that any electronic funds transfer or credit card applications are working properly. A receipt book for cash transactions should also be available.

Evening before the Conference

All members of the Conference Planning Committee that are able to arrive at the venue early should meet to discuss final details of the conference.

- Committee members who did not participate in the initial site visit(s) should be given an orientation tour of all conference facilities.
- Assignments for the conference should reviewed so that all Committee members understand their role.
- A final inventory should be made to verify that all conference materials are in place for the opening of the registration table.

Morning of the Conference

The Vice President, Executive Secretary, Treasurer and any Conference Planning Committee members working the registration table should meet approximately one hour before registration opens to:

- Set any signs directing attendees to the meeting room if such signs are not provided and set by the venue staff
- Set-up the RMDIAI banner at the entrance to the meeting area
- Set out name badges, welcome bags and any other materials provided to conference attendees

If walk-in registrations are accepted, appropriate equipment for printing name tags should be available, as should extra name badge holders. Receipt books or computer generated and printed receipts must be available.

The Historian should set up the RMD Store display as well as any historical displays (charter, scrapbook, etc.) The store will require:

- Change for cash transactions
- Credit card readers and/or electronic funds transfer applications for non-cash transactions (PayPal, Square, venmo, etc.)

Pre-Conference Planning Checklist

- _____ Host city selected.
- _____ Potential host city venues selected, prices/bids obtained and site visits conducted.
- _____ Determination as to what meals and beverage/snack breaks will be offered as part of the conference registration package has been made.
- _____ Preferred venue selected and approved by the Board of Directors.
- _____ Preferred venue contract signed and deposit made.
- _____ Conference Exhibitor and Sponsor packages determined and prices set.
- _____ Conference registration fees set for members, non-members and students. Early registration discounts and discount expiration dates set. Single day registration and virtual attendance registration policies established and prices set.
- _____ Conference information distributed:
 - _____ Group e-mail sent to all RMD-IAI members
 - _____ e-mails sent to non-member attendees of previous conferences
 - _____ Conference information sent to the Editor
 - _____ Conference information sent to the Webmaster
 - _____ Conference information sent to the IAI for inclusion on the “upcoming conferences” webpage
 - _____ Conference information sent to the Regional Representative
 - _____ Conference brochure or flyer created and sent to law enforcement agencies, post-secondary criminal justice and forensic science programs and to the Regional Representative
- _____ Conference theme or general program established and approved by the Board of Directors.
- _____ Conference Planning Committee members assigned specific responsibilities
 - Conference webpage _____
 - Venue liaison _____
 - Updating venue staff on expected numbers
 - A/V equipment
 - Exhibitors and Sponsors _____

- Conference agenda _____
 - Program topic selection (lectures and workshops)
 - Arranging speakers
 - Obtaining speaker professional biographies and presentation abstracts
 - Assisting with IAI Certification Board workshop approvals if necessary
- Food _____
 - Menu planning
 - Placing food and beverage orders
 - Coordinating with the venue catering staff
- Attendance appreciation gifts _____
- Awards _____
- Post-banquet entertainment _____

_____ Speakers arranged and confirmed.

_____ Copies of available menus and prices obtained.

_____ Host city Police Department contacted (or county Sheriff's Department if the venue is in an unincorporated region of the state)

- Police Chief (or Sheriff) welcome address
- Honor guard for the presentation of colors

_____ Post-banquet entertainment determined and entertainer(s) booked

_____ Resolution Committee chair contacted concerning any proposed amendments to the RMD Constitution or Bylaws.

_____ Final food and beverage selections for all meals and breaks made and information sent to the venue catering staff.

_____ Final conference reminder and invitation sent to all RMD members (usually 45 days before the conference).

_____ Registration website updated to reflect the expiration of early registration discounts (usually 30 days before the conference).

_____ Conference awards ordered (usually 30 days before the conference).

_____ Final speaker verification (usually 30 days before the conference).

_____ Conference venue shipping information sent to all Exhibitors (usually 15 days before the conference).

_____ Final attendance numbers sent to the venue catering department per contract deadline

Exhibitor and Sponsor Checklist

_____ Presidential appointments to the Conference Planning Committee have been made.

_____ Vice-presidential appointments to the Exhibitor and Sponsor sub-committee have been made.

- The Vice President is strongly encouraged to designate a single exhibitor and sponsor liaison who will serve as the primary point of contact between exhibitors, sponsors and the Rocky Mountain Division.

_____ The master list of prospective exhibitors and sponsors updated to reflect potential leads generated by attendance at other conferences, new exhibitor/sponsor corporate contacts, new exhibitor sales representatives, etc.

_____ Exhibitor and sponsor packages determined and prices set and approved by the Board of Directors.

- Prices should be set after conducting a survey of how much other IAI Divisions charge for tables at their conferences.
- If banquet tickets are included in exhibitor and sponsor packages, the estimated cost of each banquet ticket should be included in the package price.
- Prices should also reflect any costs imposed by the venue for set-up, table rental, running electricity to tables, table drapes, etc.

_____ Exhibitor and Sponsor Informational Brochure created listing, at minimum, the upcoming conference location, dates, and exhibitor and sponsorship packages and prices.

- A professional looking exhibitor and sponsor package increases the credibility of the conference and may be useful in attracting corporations who have not previously supported a RMD conference.

_____ Exhibitor and Sponsor Informational Brochure sent to all prospective exhibitors and sponsors.

- It is often effective to create a master invitation letter or email to save time when contacting large numbers of prospective exhibitors and sponsors.
 - Fields for the name of the corporation being solicited may be used for a degree of personalization.
- When sending brochures to exhibitors and sponsors who have attended or supported past conferences, it is often more effective to revise boilerplate language in the invitation letter or email to reflect individual contact names, personal relationships, past support offered by corporation, etc.

If a separate exhibition room will be used, a floorplan for the exhibition room showing individual table locations has been created.

- The conference venue will often be able to provide an exhibition room floorplan.
 - Floorplans provided by the conference venue should be compared with photographs taken during the initial site visit. Provided floorplans may not show the locations of all doors, support pillars, and other structural elements that can affect table layout.
 - Local fire and/or building safety codes may also affect table layout. Code may require spacing around doors, minimum spacing between tables, etc. The venue's conference planner may be able to assist with information on local code requirements.

The exhibitor and sponsor registration website has been designed. Design considerations should include:

- Mandatory information blocks for company name, company mailing address, company website address, attending representative name, attending representative e-mail address, attending representative cell phone number, additional representatives' names (with e-mail and cell contact information), and expected arrival date.
- Mandatory yes/no RSVP block for banquet attendance is included in the design if banquet ticket(s) are offered as part of the exhibition and sponsorship packages.
- A terms and agreement statement included on the registration website with a mandatory signature block.
- Separate links to exhibition/sponsorship packages and Terms and Condition statements.
- If exhibition tables are being reserved by location, a floorplan showing table locations with a reservation link is active.

Exhibition sponsorship and exhibitor table links disabled as they are reserved.

- If a sponsorship includes a table package, it is imperative that table or tables be accounted for when the sponsorship is purchased.

Invoices have been created and sent to exhibitors and sponsors whose corporate policies require purchase orders.

- The exhibitor and sponsor liaison may need to work closely with corporate representatives to comply with individual corporate policies for invoicing and payment through purchase orders.
- The exhibitor and sponsor liaison should send a copy of each invoice to the RMD Treasurer.

If exhibitor welcome bags are being provided, the contents of the bag have been determined, a budget set, and funds allocated for the purchase of welcome bags and contents.

- When setting the welcome bag budget, ensure printing costs are included.

Conference venue shipping information sent to all conference exhibitors.

- It is strongly recommended that the cell phone number for the exhibitor liaison from the Conference Planning Committee be included in this communication.
- Reminders about exhibition space access and set-up times and other information such as early registration table times may also be included in this communication.

Exhibitor name tags printed. If lanyards are being used, each exhibitor's name tag has been placed into the ID pouch.

Exhibitor welcome bags filled and placed at the conference registration area.

- It is useful to create a welcome bag contents checklist when welcome bags contain numerous items.

Post-conference thank you letters written and sent to each attending exhibitor representative.

- Business cards should be collected from each representative prior to the close of the exhibition room.
- Thank you, letters may be sent as e-mail attachments. While physical letters are often appreciated, most business cards display the main corporate mailing address, not the representative's address. Mailing, thank you letters to the address listed on the business card may result in significant delays in reception or the loss of the letter.

Any unused sponsorship materials have been returned to the sponsor.

- Returns should be sent via a carrier that allows for tracking. Preservation of delivery confirmation information highly encouraged.
- Reimbursement is available should personal funds be expended for return shipping fees.

Speakers Checklist

- _____ Potential speakers contacted, preferably more than will be needed.
 - Discuss the proposed conference theme or program to determine the relevancy of the speaker's proposed presentation, the presentation length, and any workshop materials the RMDIAI will be expected to provide.
 - Determine if the potential speaker will expect a fee, honorarium or other compensation to be paid.

- _____ Formal invitation sent to each speaker. The invitation should include:
 - The date, time and location where the presentation is scheduled.
 - Any compensation offered for the speaking engagement
 - A complimentary conference registration for the speaker is the standard compensation per Policy # 8.
 - Informal compensation such as speaker gifts, a complimentary meal or snack, etc., may also be offered. The exception is the General Business Meeting luncheon; speakers must be RMDIAI members to attend that luncheon.
 - Per Policy # 11, other compensation such as honorariums, airfare or mileage, complimentary hotel rooms, etc., must be approved by the Board of Directors prior to inviting the speaker.

- _____ A short professional biography and an abstract of their presentation or workshop has been obtained from each invited speaker and forwarded to the Webmaster.

- _____ Workshop instructors have been encouraged to apply for IAI Certification Board initial certification and recertification credit approval.

- _____ Confirmed speakers recontacted and their availability verified.
 - If a speaker must cancel their appearance a substitute should be selected.

- _____ Name tags and name tag holders have been prepared for each confirmed speaker.

- _____ Thank you letters and/or conference speaker appreciation certificates have been presented after each presentation or sent to each speaker the week following the conference.

Conference Registration and Check-in Checklist

_____ Conference registration/check-in tables have been ordered through the conference venue.

_____ On-line registration page and payment links are created and activated. The initial registration page and payment links should reflect any early registration discounts authorized by the Board of Directors. The registration page should also reflect any refund deadlines established by the Board of Directors.

_____ Registration tracking spreadsheet is created reflecting attendee name and contact information, amount paid, banquet attendance and workshop registrations if available.

_____ On-line registration page and payment links are updated at the expiration date of any early registration discounts authorized by the Board of Directors.

_____ Conference name tags are created and printed for each registered conference attendee. If name tag holders are available, printed name tags have been inserted into the holders.

_____ Conference appreciation gift tickets have been acquired. If name tag holders are being used, once (1) conference appreciation gift ticket has been placed into each name tag holder along with the printed name tag.

_____ If walk-in registrations are accepted, a computer, printer, blank name tag stock and empty name tag holders are available at the registration and check-in table(s).

_____ If walk-in registrations are accepted, a receipt book is available.

_____ If walk-in registrations are accepted, equipment for and procedures electronic payment (PayPal, Square, Venmo, etc.) are in place.

_____ Welcome bags, if offered, have been filled

- Sponsor's printed materials

- Copy of the conference agenda
- Copies of any materials acquired from the host city visitors or convention bureau

_____ If welcome bags are not offered, copies of the conference agenda have been printed and are available at the check-in table.

_____ If on-line workshop registration is not used, workshop sign-up sheets have been printed and are available at the check-in table.

_____ Registration/check-in table location and the number of required chairs have been determined and communicated to the venue staff.

Opening Ceremony Checklist

- _____ Chief of Police of the host city (or County Sheriff if the venue is located in an unincorporated region) invited to give a welcome address
- _____ Police (or Sheriff's) Honor Guard invited to present the colors
- _____ United States and state flags and flag stands ordered through the venue

Opening Ceremony Procedure

- RMD President stands at the front of the primary meeting room and asked all attendees to stand.
- If Honor Guard is present, colors are presented.
 - If there is no Honor Guard the United States and host State flags are present in the front of the primary meeting room
- RMD President leads the conference attendees in reciting the Pledge of Allegiance.
- RMD President gives his/her welcoming remarks.
- RMD President introduces the host city Chief of Police or County Sheriff if they agreed to give a welcome.
- Police Chief or County Sheriff welcoming remarks.
- RMD President introduces any IAI officers or other dignitaries if they agreed to give a welcome.
- IAI or other dignitary welcoming remarks if present and wishes to address the conference.
- RMD President or Vice President discusses the conference venue with the attendees:
 - Restroom locations
 - Classroom locations
 - Break schedule and provided refreshments, if offered
 - General Business Meeting for members only. Lunch is provided. (Non-members are on their own for lunch)
 - Photo contest reminder
 - Conference appreciation gifts
 - Special information about presentations restricted to law enforcement personnel only, IAI Certification Board approved workshops, etc.
- Exhibitor introductions:
 - Each exhibitor is given 2 or 3 minutes to briefly discuss their company and Products
- Special activities such as group photographs

Banquet Checklist

- _____ Available menus and current price list for all meals and snacks have been provided by the conference venue conference or catering staff.

- _____ Menus for all meals and snacks have been selected, and selection information provided to the venue catering staff.

- _____ Cash bar has been contracted through the venue and scheduled to begin one hour before the banquet start time and continuing through any scheduled entertainment.

- _____ A/V equipment and podium contracted through the venue or arranged through the membership.

- _____ Post-banquet entertainment planned. Any professional entertainment has been selected and the appropriate contracts signed.

- _____ Awards ordered
 - Past President's gavel plaque
 - Outgoing President's name plate for the Past President's Plaque
 - Photography contest plaques
 - Special award (Jay Jensen and/or Outstanding Achievement Award) plaques if such awards have been conferred by the Board of Directors

- _____ Preliminary meal counts forwarded to the venue conference or catering staff by the designated contract deadline.

- _____ Final meal counts forwarded to the venue conference or catering staff by the designated contract deadline.

Banquet Procedure

- Welcome by the Vice President
- Banquet served
- Introduction of attending Officers, BOD members by the President

- Introduction of, and thank you to, the Conference Planning Committee members by the President
- Information about the upcoming conference, if available, by the President
- Reading of the Conference Resolution by the President
- Presentation of the Photography Contest award plaques
- Presentation of special awards (Jay R. Jensen Award and/or Outstanding Achievement Award) by the President
- Presentation of Gavel Plaque to the outgoing President by the Board Chairperson

Installation of new Officers and Board Members

- Administration of the Oath of Office* by the newly elected Officers and Board of Directors members by the outgoing Board Chairperson (per Policy 5)
- Presentation of newly installed Officers and Board of Directors members by the outgoing Board Chairperson
- Passing of the President's Gavel, and RMD Charter if available, from the outgoing President to the incoming President
- Acceptance remarks by the newly installed President on behalf of the new Officers and Board Members (per Policy 5)
- Drawing for conference appreciation gifts
- Entertainment as determined by the Conference Planning Committee

***Oath of Office**

Outgoing Board of Directors Chairperson

“Ladies and gentlemen, having been duly elected and advised of your duties as contained in the Constitution, do you now publicly confirm your intent to perform the duties of your position to the best of your ability during your term of officer as an officer and member of the Board of Directors of the Rocky Mountain Division of the International Association for Identification.”

New Officers and Board Members Response

“I do.”

Outgoing Board of Directors Chairperson

“Please turn and face the assembly.”

“I now declare the Officers and Board of Directors for the 20__ / 20__ term to be duly installed.” Members and friends, I now have the honor of presenting to you the Officers and Board of Directors of the Rocky Mountain Division of the International Association for Identification.”

Post-Conference Checklist

- _____ Meet with the venue conference staff and pay the remainder of the venue expenses.

- _____ Send appreciation letters to all exhibitors, sponsors, and special guests. Letters may be physical or electronic.

- _____ Ensure all Conference Attendance Certificates have been given or sent to attendees.

- _____ Ensure all Workshop Completion Certificates have been given or sent to qualifying attendees.

- _____ Ensure all Speaker Appreciation Certificates have been given or sent to guest speakers.

- _____ Ensure any conference registrations refunds have been issued per Policy 12.

- _____ Ensure that a conference summary has been written and forwarded to the Division Editor along with any conference photographs. The conference summary and photographs should be published in the first edition of *The Silent Witness* following the conference.

- _____ Ensure any conference photographs have been forwarded to the Division Webmaster. The photographs should be posted on the Division website and/or any Division social media accounts.

- _____ Ensure any conference photographs have been forwarded to the Division Historian.